



## 10.5.2009 Audit Committee Meeting Minutes

**To:** Margaret Haynes, Acting Audit Committee Chairman *well*

**From:** Chris Compton, Secretary

**CC:** Sterling Cheatham  
Debra Mack  
Allison Collins  
Stephanie Jacobs  
Bryon Dorey

**Date:** October 5, 2009



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Note: Chairman Kristi Tomey was absent, but had reviewed the meeting materials. Margaret Haynes was designed as the Acting Audit Committee Chairman.

### Call to order:

Margaret Haynes, Acting Audit Committee Chairman, brought the meeting to order at 11:30 am on October 5, 2009 in the Lord Spencer Conference Room.

### Members Present:

Margaret Haynes  
Ronald Sparks

### Staff Present:

Sterling Cheatham  
Allison Collins  
Debra Mack

Steve Harrell  
Chris Compton

### Summary of Action Items:

#### 1. City of Wilmington Administrative Cash Handling Policy – Effective September 21, 2009.

- The Policy was reviewed.
- A motion was made and seconded to approve the Policy. The motion carried.
- This item will be prepared as a Resolution for City Council to approve for the 10.20.09 Council Meeting.

**2. City of Wilmington Proposed Council Communications Support Stipend Policy.**

- The Policy was reviewed.
- A motion was made and seconded to approve the Policy. The motion carried.

**3. City of Wilmington Updates to Red Flag Rules Policy that was effective November 1, 2008 and Annual Review Requirements Memo**

- The Policy and memo were reviewed.
- A motion was made and seconded to approve the Policy. The motion carried.
- This item will be prepared as a Resolution for City Council to approve for the 10.20.09 Council Meeting.

**4. Community Services Department's Time and Attendance Audit Report, Released September 21, 2009.**

- The Report was reviewed.
- The Kronos time-keeping system will go live with the October 29<sup>th</sup> payroll.
- A motion was made and seconded to approve the Report. The motion carried.

**5. Discussion of Approach to Administrative Oversight of Council Appointees.**

- The proposed text to address this item was reviewed.
- After a brief discuss period, the item was tabled until the next full meeting of the Audit Committee.
- Members will submit their text changes for this item to Sterling Cheatham.

**Adjournment:**

The meeting was adjourned at 12:15 p.m.